

WORKPLAN CONTENTS

**PUBLIC SAFETY, FINANCE, AND STRATEGIC SUPPORT
COMMITTEE WORKPLAN
January - June 2015**

COMMITTEE MEMBERS:

PIERLUIGI OLIVERIO, CHAIR
RAUL PERALEZ, VICE CHAIR
MAGDALENA CARRASCO, MEMBER
CHARLES "CHAPPIE" JONES, MEMBER
JOHNNY KHAMIS, MEMBER

STAFF:

JENNIFER A. MAGUIRE, CITY MANAGER'S OFFICE
LEE WILCOX, MAYOR'S OFFICE
DANIELLE KENEALEY, CITY ATTORNEY'S OFFICE

MISSION STATEMENT:

To effectively develop, manage and safeguard the City's fiscal, physical, technological and human resources to enable and enhance the delivery of city services and projects and to provide prevention and emergency response services for crime, fire, medical, hazardous and disaster related situations.

JANUARY 15, 2015 – MEETING CANCELLED

FEBRUARY 19, 2015

1. Police Department Operations and Performance Bi-Monthly Status Report (Police)

Purpose: To provide a verbal bi-monthly status report on Police Department operations and performance.

2. Cardroom Compliance with Title 16 of the San José Municipal Code (Gaming Control Regulatory Program) Annual Report (Police)

Purpose: To provide an annual report on cardroom compliance with Title 16 of the San José Municipal Code (Gaming Control Regulatory Program).
(Deferred from December 11, 2014)

3. La Raza Roundtable Harvard Study Consensus Process (City Manager's Office)

Purpose: To provide a status report on the La Raza Harvard Study Consensus Process.
(Deferred from December 11, 2014)

4. **Customer Call Handling Audit Recommendations Implementation Bi-Monthly Status Report** (Information Technology)
Purpose: To provide a bi-monthly status report on the implementation of the Customer Call Handling Audit recommendations.
5. **Independent Auditor's Reports for Fiscal Year 2013-2014** (Finance)
 - (a) Audit Report on Internal Controls over Financial Reporting for the Fiscal Year Ended June 30, 2014
Purpose: To provide the Independent Auditor's Report and recommendations to the City's management for the Fiscal Year Ended June 30, 2014.
 - (b) Single Audit Reports for the Fiscal Year Ended June 30, 2014
Purpose: To provide the Single Audit Reports for the Fiscal Year Ended June 30, 2014.
6. **Second Quarter Financial Reports for Fiscal Year 2014-2015** (Finance)
 - (a) First Quarter Debt Report
Purpose: To report on Debt Issuance and Debt Management Activities.
 - (b) First Quarter Investment Report
Purpose: To report on Compliance Reporting Requirements; Investment Trading Activity; and Investment Strategy Pursuant to the Requirements of the Council Adopted Investment Policy.
 - (c) First Quarter Revenue Collection Report
Purpose: To report on the Revenue Collection Efforts of Business Tax, Accounts Receivable, Revenue Compliance/Monitoring, and Uncollectable Debt to be Written Off.
7. **Performance Measure Review** (Auditor)
Purpose: To review performance measure methodology sheets for the Housing and Public Works departments.
(Rules referral 1/28/15 Item G.2)

MARCH 19, 2015

1. **Public Safety Communications Initiatives Bi-Monthly Report** (City Manager)
Purpose: To provide a verbal bi-monthly status report on the development of communications and data system projects that promote interoperability in the Bay Area.
2. **Impact of Cardroom Gambling on Crime Annual Report** (Police)
Purpose: To provide an annual report on the impact of cardroom gambling on crime in the San José metropolitan area.
3. **Body Worn Cameras Pilot Program** (Police)
Purpose: To provide a status report on the implementation of the Body Worn Cameras Pilot Program.
4. **Unmanned Aerial System** (Police)
Purpose: To provide a status report on community feedback regarding the Police Department's proposed used of an unmanned aerial system as well as proposed policies and procedures regarding its use.

5. **Workers' Compensation Program Semi-Annual Report** (Human Resources)
Purpose: To provide a semi-annual report on the activities and costs of the Workers' Compensation Program.
6. **Semi-Annual Recommendation Follow-up Report on all Outstanding Audit Recommendations for the Six Months Ended December 31, 2014** (City Auditor)
Purpose: To provide a semi-annual follow-up report on all outstanding audit recommendations for the six months ended December 31, 2014.
7. **Fund Balance and Reserve Policies** (Auditor)
Purpose: To review and assess the adequacy and appropriateness of ending fund balances and reserves compared to established targets and industry standards. Review the annual accounting to budgetary basis reconciliations of the City's operating and capital funds to ensure budgetary fund balances are account for properly.
(Rules referral 1/28/15 Item G.2)

APRIL 16, 2015

1. **Bi-Monthly Financial Report for January/February 2015 (Consent Calendar)**
(Budget/Finance)
Purpose: To provide a bi-monthly status report on actual revenues and expenditures as compared to the 2014-2015 Budget and financial results for the eight months ending February 2015.
2. **Police Department Operations and Performance Bi-Monthly Status Report** (Police)
Purpose: To provide a verbal bi-monthly status report on Police Department operations and performance.
3. **Fire Department Emergency Medical Times Performance Semi-Annual Report** (Fire)
Purpose: To provide a semi-annual report on Fire Department emergency response times performance metrics.
4. **Customer Call Handling Audit Recommendations Implementation Bi-Monthly Status Report** (Information Technology)
Purpose: To provide a bi-monthly status report on the implementation of the Customer Call Handling Audit recommendations.
5. **Information Technology Projects Status and Future Technology Investment Strategies Semi-Annual Report** (Information Technology)
Purpose: To provide a semi-annual report on the status of city-wide technology projects and future information technology investment strategies.

6. Anti-Graffiti and Anti-Litter Programs Annual Report (Parks, Recreation and Neighborhood Services)

Purpose: To provide an annual report on the Anti-Graffiti and Anti-Litter Programs.

7. Park Ranger Program Annual Report (Parks, Recreation and Neighborhood Services)

Purpose: To provide an annual report update on the Park Ranger Program.

MAY 21, 2015

1. Public Safety Communications Initiatives Bi-Monthly Report (City Manager)

Purpose: To provide a verbal bi-monthly status report on the development of communications and data system projects that promote interoperability in the Bay Area.

2. Third Quarter Financial Reports for Fiscal Year 2014-2015 (Finance)

(a) Third Quarter Debt Report

Purpose: To provide a report on Debt Issuance and Debt Management Activities.

(b) Third Quarter Investment Report

Purpose: To provide a report on Compliance Reporting Requirements; Investment Trading Activity; and Investment Strategy Pursuant to the Requirements of the Council Adopted Investment Policy.

(c) Third Quarter Revenue Collection Report

Purpose: To provide a report on the Revenue Collection Efforts of Business Tax, Accounts Receivable, Revenue Compliance/Monitoring, and Uncollectable Debt to be Written Off.

3. Governmental Accounting Standards Board (GASB) Statement 68 (Finance)

Purpose: To provide a report on the impact of Governmental Accounting Standards Board (GASB) Statement 68 on the City's accounting and financial reporting for pensions.

4. Bringing in Everyone's Strengths Together (BEST) Program and Mayor's Gang Prevention Task Force (MGPTF) Annual Report (Parks, Recreation and Neighborhood Services)

Purpose: To provide the 2013-2014 Evaluation Report on the Bringing in Everyone's Strengths Together (BEST) Program and the Mayor's Gang Prevention Task Force (MGPTF) as well as to present a resource allocation plan for the BEST Program in 2015-2016.

JUNE 18, 2015

1. Bi-Monthly Financial Report for March/April 2015 (Consent Calendar) (Budget/Finance)

Purpose: To provide a bi-monthly status report on actual revenues and expenditures as compared to the 2014-2015 Budget and financial results for the ten months ending April 2015.

2. Police Department Operations and Performance Bi-Monthly Status Report (Police)

Purpose: To provide a verbal bi-monthly status report on Police Department operations and performance.

3. Customer Call Handling Audit Recommendations Implementation Bi-Monthly Status Report (Information Technology)

Purpose: To provide a bi-monthly status report on the implementation of the Customer Call Handling Audit recommendations.

4. Workers' Compensation Program Quarterly Status Report (Human Resources)

Purpose: To provide a quarterly status report on the City's efforts to reduce Workers' Compensation costs and claims.

5. Report on Key State Legislation (City Manager's Office)

Purpose: To provide a report on key State and legislation in the Public Safety, Finance, and Strategic Services City Service Area.